

# Permit Application Checklist for Manufactured Home

## A. ELIGIBILITY

Manufactured homes in accordance with State Building Code are eligible to be permanently located on a residential factory-built home park. (For the purpose of this document the term “manufactured home” shall be used for all references to both modular homes and manufactured homes).

## B. REQUIREMENTS

Manufactured home shall comply with the following requirements.

1. No structural alterations have been made to the structure that would place the home in violation of any applicable federal, state, or local codes.
2. The home shall be installed in accordance with applicable rules adopted by State of Iowa Department of Public Safety.
3. Electrical service connection in accordance with the applicable electrical code.
4. The gas service connection in accordance with applicable fuel gas code
5. Means of egress from the dwellings in accordance with applicable residential building code.

## C. BUILDING PERMIT

Prior to placement of a manufactured home in a RF-B zoning district, the homeowner or a licensed contractor shall obtain a building permit from City of North Liberty Building Department. To obtain such a permit, the owner or contractor shall comply with all applicable local, state, and federal requirements. Permit application fee is \$100.00

## D. APPROVAL FOR OCCUPANCY

The owner shall not occupy the home until certificate of occupancy is obtained from the City of North Liberty Department of Building Safety. The Department of Building Safety shall determine that the proposed project complies with all applicable requirements and conditions prior to issuing final approval for occupancy.

### STEP 1: PROCESSING OF BUILDING PERMIT

Submit a permit request to the building department and construction documents that consist of the following:

1. Plot plan showing location of the home in compliance with all zoning requirements.
2. Manufactured home foundation plan along with installer’s certification from the State of Iowa.
3. Manufactured home floor plan and exterior elevations (may be photocopied from manufacturer/dealer brochures).
4. Details as needed to reflect materials and construction for all landings, porches, ramps, stairs, or decks comply with the current building code.
5. Manufactured home skirting must be shown. Manufactured home must be skirted to grade with a non-combustible finish (stucco, cement fiber board, etc.)
6. Names of subcontractors.

### STEP 2: CERTIFICATE OF OCCUPANCY

A certificate of occupancy is required prior to occupancy of a manufactured home. Copy of the certificate of occupancy will be provided to the homeowner and the property owner. The Manufacturer’s HUD data plate certification and State of Iowa’s installer seal shall be affixed to the home prior to requesting certificate of occupancy.

Please contact the building permit counter for any permit application questions between 7:00 a.m. and 4:00 p.m., Monday thru Friday. 319-626-5713